

**CHICO UNIFIED SCHOOL DISTRICT  
PAYROLL/BENEFITS TECHNICIAN**

**DEFINITION**

This position under general supervision performs a variety of duties for benefit administration and payroll processing. The primary function will be the administration of employee benefits, the ability to run the payroll system, and monitoring leaves of absence. This classification participates in the effective establishment and maintenance of a variety of payroll and benefit records, benefits administration, and generating reports that require independent judgment in the application of established policies, procedures, legal statutes, Merit System Rules, administrative regulations, and collective bargaining agreements. This classification requires considerable discretion, professionalism, initiative, accuracy, attention to detail, organizational skills, ability to multitask within strict timelines, and effective communication skills.

**SUPERVISION EXERCISED**

May exercise technical and functional supervision over student assistants. Will support payroll staff members with technical guidance.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Prepare and deliver appropriate benefit package to eligible employees and COBRA notifications in adherence of current employer benefit regulations.
- Must be able to support and perform the duties of Payroll Coordinator.
- Assist in maintaining and adjusting all voluntary and involuntary deductions, payroll adjustments, receive and post sick leave, vacation, and other employee leave entitlements, reconcile all District payroll records such as new hire reporting, vacation/sick/holiday pay, differential, unemployment, disability, medical leave, workers' compensation, and wage garnishments; track and monitor IRS Section 125 plans.
- Act as internal consultant to District employees on issues of benefits and payroll including offering employee benefit consultations during open enrollment.
- Serve as liaison between employees, retirees, and insurance companies; work closely with insurance companies and plan administrators concerning payments and coverage; reconcile listing for health, vision, dental, and life insurance.
- Generate documentation and check requests for District payment of insurance benefits for active and retired employees.
- Handle collections for insurance benefits through normal payrolls or manual processes.
- Meet benefit implementation dates.
- Maintains payroll information system records and generates required reports as needed, such as Internal Revenue forms.
- Provide projections on employee costs, salary and benefit information, and other school-based funding information to administrators.
- Process retirement records such as CalSTRS and CalPERS.
- Ensure payroll activities meet required deadlines and comply with legal statutes, Merit System Rules, administrative regulations, and collective bargaining agreements, as appropriate.
- Perform complex calculations for pay exceptions, increases, retroactive, adjustments, and non-routine payroll activities.
- Facilitate all payroll runs, reconcile payroll deposits, and prepare electronic funding paperwork.
- Receive calls, visitors and mail; respond to complaints and requests for information.
- Participate in coordinating, organizing, and maintaining the workflow of the payroll department and provide training to assigned staff.
- Respond to and assist in resolving difficult and sensitive requests; apply policies, procedures and employee contracts; work with District and site personnel concerning contract sections and employee reporting.
- Perform related duties and responsibilities as required.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

- Principles, procedures, methods, practices, and terminology used in payroll and financial record keeping;

- Benefit administration, long-term/short-term disability plans, medical/dental/vision/life plans, workers' compensation, medical leaves, leave administration, and state and federal leave requirements;
- Methods and techniques of data collection, analysis, and report preparation;
- Mathematical principles;
- Intermediate level MS Office Suite or equivalent software applications;
- CalPERS and CalSTRS database software;
- Federal and state labor law, Education Code, and Butte County and District employment policies;
- CUSD Collective Bargaining Agreements and Merit System Rules.

**Skill to:**

- Create documents, databases, spreadsheets, and reports using MS Office Suite;
- Compose, compile, and tabulate data and information for summaries & reports;
- Perform mathematical computations quickly and accurately;
- Enter data and create reports using payroll/benefit information systems;
- Conduct and interpret research on pay and benefits related topics;
- Multitask in a timeline driven environment;
- Operate 10-key by touch;
- Type or operate a keyboard at a level proficient for successful job performance.

**Ability to:**

- Learn, interpret, and apply pertinent codes, rules, regulations, and District policies and procedures pertaining to assigned functions;
- Demonstrate exceptional customer service and respond to requests and inquiries for information regarding benefits and payroll;
- Maintain confidentiality of employee information;
- Demonstrate critical thinking skills and exercise sound judgment, flexibility, creativity, and sensitivity in response to changing situations and needs;
- Communicate clearly and concisely, both orally and in writing;
- Work independently in the absence of supervision;
- Work effectively and efficiently under pressure with constant interruptions;
- Maintain a professional environment within the office and District;
- Stay abreast of changes with employees, employment contracts, insurance contracts, labor law, or other factors that may impact this function;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities could be found in the following areas:*

**Experience:**

- Two (2) years of increasingly responsible experience in the administration of benefit plans.
- Two (2) years' experience in payroll operations, preferably in a public sector environment.

**Education:**

- AA/AS degree or higher with focus in accounting or human resources preferred.
- Additional appropriate college level coursework.

**Training:**

- Equivalent to the completion of the twelfth grade supplemented by specialized training or course work in accounting, financial record keeping, human resources, or a related field.

**SPECIAL REQUIREMENTS**

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

**PHYSICAL DEMANDS**

*Essential duties require the following physical skills and work environment:*

- This type of work requires occasional or frequent standing, walking, sitting, and reaching for extended periods of time;
- Ability to work in a standard office environment;
- Ability to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time;
- Facility to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors;
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone;
- Manual dexterity to operate a telephone and enter data into a computer using both hands;
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation and on the telephone;
- Ability to exert up to 20 pounds of force to lift, carry, push, pull, or otherwise move objects;
- Available to work overtime on evenings and weekends as needed.

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